

READVERTISEMENT

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

December 13, 2006

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TITLE:	Programmer Analyst
POSITION NO:	00716
LOCATION:	Technology Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 068, Grade 13
STARTING SALARY:	\$26,875 - \$33,500 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. **This position is open until filled.** Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, January 24, 2007 (review date)**. For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: If there are not a sufficient number of qualified applicants, a Training Assignment may be considered. In order to be eligible for a Training Assignment, applicants must possess all but two years of the required education and experience. Salary depends upon education and experience.

TYPICAL DUTIES: This position is responsible for design, development, maintenance, administration and evaluation of the WIC Automated System and Vendor Management System including data necessary for program management, evaluation and reporting. The position also provides fundamental level technical support, in the development and implementation of changes to automated systems.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of system programming analysis including, programming design and development practices,; planning; analyzing; evaluating; enhancing; testing; implementing; and maintenance of a large complex testing and production system.

Skills: Skill in the principles of structured software development, testing, implementation and utilization of programming utilities and techniques.

Abilities: The ability to utilize 00 language such as Java or C++ and/or RDBMS such as Oracle or MYSQL is desirable.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Computer Science/Software Engineering or other closely related degree **AND** one year successful computer systems analysis and programming experience. One year of successful computer systems analysis and programming experience may substitute for two years of education.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. Please include certifications or other evidence of completed coursework or training that is claimed on your application. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security

card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Programmer Analyst
Position: #00716
Location: Technology Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. **If claiming education or certification in your response, copies of transcripts or certifications MUST be attached in order to be considered for scoring purposes.** Reference will not be made back to your state application or resume.

1. What experience do you have in the following activities? Address each activity separately and describe what you did, where and for how long. Include use of any software products used in the activity.
 - a. System Analysis and Design
 - b. Computer Programming
 - c. Systems Testing and Implementation
2. What experience do you have in developing and implementing information system applications? Describe what tasks you performed, (e.g. analysis, design, programming, testing, database maintenance and implementation).
3. List any experience in the following. Describe what you did, where and for how long.

- a. Working with Relational Databases.
 - b. JAVA, C++ or other OO Development.
 - c. General computer programming
 - d. RDBMS such as Oracle or MYSQL
4. Describe any experience you may have working in a team environment. Describe your role on the team and what contributions you feel you may have brought to the work group.